



Chincoteague Bay Field Station

Attention Parents and Guardians of future Field Station participants:

We are so pleased that your child will be participating in our program. We have included a “What to bring list” to aid in packing. Please be sure that your child has all of the items on the ‘Essentials’ list. This is a great experience for them if they are well prepared.

Below you will also find some answers to commonly asked questions. If you have other questions, do not hesitate to call us, ask your group’s leader who may have previously attended our programs, or check out our website where there is more program information.

1. What is the Chincoteague Bay Field Station

ANS: We are a non-profit, educational institution. We have a board comprised of the Presidents of the member universities. The Field Station was formed in 1968 to promote education and research in the marine and environmental sciences and offer programs which range from elementary to university levels, and adult learners.

2. How do I contact/get information about the Field Station?

ANS: There are several ways to contact us:

P: 757-824-5636, F: 757-824-5638, Email: info@cbfieldstation.org Website: www.cbfieldstation.org

3. Where is the Field Station located?

ANS: We are located on the Eastern Shore of Virginia, about 5 miles south of the Maryland/Virginia border. We neighbor Chincoteague and Assateague Islands and the NASA Wallops Flight Facility.

4. How much money should my child bring on the trip?

ANS: All expenses during the program are covered in the student fee. We do have a Ship’s Store on campus that has Field Station apparel and a variety of other souvenirs. Check with your group’s leader to see if there are travel expenses or other activities planned for Free Night that may involve money.

5. How can I contact my son/daughter while they are at the Field Station?

ANS: Our office is open from 8am-4:30pm Monday thru Friday. You can call and leave a message with the office staff and your child can return your call when they return from field trips. If it is a non-office hours

EMERGENCY, you can call our emergency cell phone which is carried by a staff member from 4:30pm thru 8am. The staff member on call can locate your child and let you speak directly to them. The emergency number is 757-894-7708. Cell phone service can be intermittent because we are located next to the NASA base but Verizon service seems to work the best.

You should have also received a Health Record/Participation agreement to fill out for you child. Be sure to note any health conditions or concerns on this sheet so that our staff can do their best to accommodate your child. Also on this form is a section to permit the use of participant photographs for Field Station advertising purposes. Please indicate whether we can use pictures of your child to promote our programs. The health form must be filled out and signed or your child will be unable to participate in our programs.

We look forward to working with your son or daughter and hope that they enjoy their time with us.

Thank you,

Anne Armstrong

Programs Manager

What to Bring On Your Trip

*Please be sure that all participants are adequately prepared for their trip. We have seen students unhappy in the field because they were not wearing appropriate clothing. **Please do not bring expensive items, snacks, or drinks other than water.***

Essential Items

- ☐ 2 towels (1 for bathing and 1 for field trips)
- ☐ Sunscreen
- ☐ Sleeping bag or sheets + blanket, pillow
- ☐ Bath towel, soap, personal toiletries
- ☐ Refillable water bottle
- ☐ Rain gear
- ☐ Pencil/pens
- ☐ Sunglasses/Hat
- ☐ Insect repellent
- ☐ Trash bags for laundry and wet clothes

Optional Items

- ☐ Binoculars
- ☐ Robe
- ☐ Camera
- ☐ Flashlight
- ☐ Alarm Clock
- ☐ Shower shoes
- ☐ Cards, books for free time
- ☐ Money for souvenirs



What you need for field trips – your teacher will know what classes you are signed up for.

Boat Trip:

- ☐ Sneakers or boots. A full shoe that laces. NO Keens, toe shoes or water shoes.
- ☐ Wear layers. It is better to have too much clothing and not need it then to be cold with no jacket

Intertidal

- ☐ A bathing suit that will be worn under your clothing
- ☐ Guys can wear just swim trunks with a t-shirt. Girls will want to wear shorts and a t-shirt over the bathing suit. These clothes will get wet.
- ☐ Secure shoes that can get wet. Examples include Keens, Chacos, Tevas, water shoes or sneakers
- ☐ A change of dry clothing. This will be put over your wet bathing suit. A t-shirt and shorts are fine.
- ☐ A change of shoes
- ☐ A field towel and plastic bag for wet clothes and shoes

Dunes/Beach

- ☐ Wear shoes that can get wet and sandy. Your shoes from intertidal would work.
- ☐ Wear layers. The beach can be breezy.

Marsh

- ☐ A bathing suit that will be worn under your clothing
- ☐ A t-shirt that can get muddy
- ☐ LONG pants that can get muddy. NO exceptions.
- ☐ Sneakers or any shoes that tie that can get muddy. NO exceptions.
- ☐ A change of dry clothing. This will be put over your bathing suit.
- ☐ A change of shoes
- ☐ Field towel and plastic bag for wet / muddy clothes and shoes

Maritime Forest

- ☐ Comfortable walking shoes
- ☐ Wear layers to protect against weather and bugs

- For Organism Lab and your Free Night you have the choice of what to wear (dress for the weather). The labs can be cold at night, so bring a sweatshirt. You must ALWAYS have shoes on when you are walking around campus. Your dorm is the only location where you are not required to wear shoes.

FREE NIGHT ACTIVITIES

Teachers/Chaperons will want to give some prior consideration to free time activities. The Chincoteague Bay Field Station can provide only a minimum of recreational facilities due to heavy usage. Basic facilities available include a volleyball court, soccer balls, footballs, kick balls, etc. Students may also want to bring Frisbees, cards, games, etc. T-shirts, sodas, snacks, books, and souvenirs may be purchased in the Chincoteague Bay Field Station Bookstore, which is open M-F, 8:15 AM – 4:15 PM.

If you are doing a 3-day program students and chaperons will have one evening (Free Night) for which you will want to plan some social or teacher-led activities. The following are some suggested ideas:

If you have your own transportation or have **requested** the Field Station's transportation for your Free Night:

1. Beach party on Assateague beach (permit required. Please notify instructor on the first day of your program so we can obtain a fire permit from the National Park Service). Beach closing times vary with season (check with us for seasonality).
2. Seafood Feast - You can order clams, shrimp or crabs from local suppliers to enjoy in your assigned lab. Please provide your own plates, napkins, etc. (We will furnish newspapers for table cover if needed.)
3. Local attractions - Movie Theater, bowling alley, miniature golf, ice cream, sub and pizza shops, tourist gift shops, etc.
4. Bird watching and forest walk on Assateague Island
5. Pocomoke River State Park – walk through a cypress swamp (Hours change seasonally, check for availability).

If you DO NOT have your own transportation and have **not requested** The Field Stations transportation prior to your trip:

1. Seafood Feast - same as above, but notify **prior** to trip so order pick-up can be arranged.
2. Sports equipment available for students use.
3. Several Pizza shops in the area (Pizza Hut, Maria's, Ocean Deli etc.) will deliver in the evening to the station.
4. Campfire on station – Please inquire about availability BEFORE arrival.
5. Reflective journal time

THE CHINCOTEAGUE BAY FIELD STATION SCHOOL PROGRAM RULES AND REGULATIONS

The Chincoteague Bay Field Station is an academic community dedicated to the advancement of learning. Due to the intense nature of the educational process, the Field Station is committed to a philosophy of mutual tolerance and respect. All students admitted to the field station programs should fully understand the responsibility thus placed upon them.

Students, faculty, and staff both on and off the Field Station premises are subject to the same Federal, State, and Municipal laws as other citizens. The proper authorities may prosecute a student who violates a Federal, State, or Municipal law. A student who violates Consortium regulations is subject to disciplinary action and will be billed for damages.

The rules and regulations, which follow, have been adopted in order to assure the safety and privacy of all participants in the various programs affected by the Chincoteague Bay Field Station.

1. Please respect others as well as their rights and properties.
2. Please follow all safety rules and make a special effort to be safety conscious.
3. Report any illness, accident, etc., immediately to your chaperone and educator so that appropriate action may be taken.
4. NO alcoholic beverages, smoking or drugs are permitted on station, boats, or vehicles at any time.
Violation will result in dismissal from the program without refund.
5. Do not leave station without permission from your chaperone.
6. Please do not remove anything from the lab.
7. No inter-visitation allowed between male and female dorms.
8. Avoid excessive noise. ALL students must be in their dorms by 10:00PM. Quiet hours are from 10:00PM to 7:00 AM.
9. Students are responsible for damages to the dorm or facilities and will be billed for these damages and subject to disciplinary action.
10. A clean-up period will be conducted before you leave. Students are responsible for cleaning all areas used during their stay. Instructors will hold a cleaning and damage inspection after breakfast on the last day of the program.
11. Keep perishable items (food, shells, and organisms) out of the dorms. There are bins in the lobby for you to put food in. All biological samples should be kept in the labs.
12. Do not wash mud and sand down any drains. Please use the hose to get the majority of the mud off and then the designated outside showers for rinsing off. Use clothes lines to hang wet, dirty clothing.
13. Do not wear swimsuits or muddy clothes into the cafeteria. Shoes must be worn on station and on field trips at all times.
14. Please make a special effort to use the sidewalks and stay off the grass in heavy use areas.
15. Students are allowed in the following buildings only: assigned dorm units and lab, cafeteria during regular meal hours, and the ship's store.
16. No food or drink may be removed from the cafeteria. Do not enter early or stay beyond meal times.
17. Meal Times - Breakfast: 8:00-8:30AM, Lunch: 12:30-1:00PM, Dinner: 5:15-5:45PM
18. The field station will not be held responsible for any lost or stolen items.
19. The daily program schedule for your group will be posted on the board in your assigned lab. Please be prompt for meetings, labs, and fieldtrips.
20. This is your field experience. Please participate and contribute questions and ideas to make the program enjoyable for you and your classmates and take care of yourself: drink water, wear sunscreen and correct clothing etc.

THE FIELD STATION School Program FAQs

6. How many participants constitute “one teaching group”?

ANS: Your total school group will be broken up into teaching groups of 21 students and 2 chaperons. The group of 23 total participants is led by one FIELD STATION staff instructor. If you have more students, they will be broken up into multiple groups. The max number of participants allowed on the boat is 23, including the two chaperons.

7. What are the dormitory facilities like?

ANS: The new residence hall is two stories tall and is separated into two “wings” by a communal lounge. Each “wing” is comprised of 8 independent units, 4 units on the first floor, 4 units on the second floor. Each unit houses 12 students of the same gender (3 rooms each with a 4 person capacity) and a 2 person capacity chaperon room. There are 4 sinks, 4 showers, and 4 toilets in each unit. There is also air conditioning in the facility.

8. What is a chaperon?

ANS: A chaperon is usually a parent, teacher, or other school staff member that accompanies the group on their field trip to the FIELD STATION. The chaperons are expected to participate in the program, be with the students at all times, and help to maintain group control.

9. How many chaperons do I need to bring with my group?

ANS: There must be one chaperon of the same gender per dorm (e.g., 14 female students and 7 male students will require 2 female adult chaperons and 1 male adult chaperon even though it is only one teaching group). You also need to have enough adults to send 2 chaperons on all trips (e.g., 22 girls and 24 boys would require 2 female and 2 male chaperons, plus 2 additional chaperons because the total group size requires 3 teaching groups).

10. Do I have to bring my own bedding?

ANS: Yes, each participant must bring their own bedding, towels and toiletries.

11. What happens during stormy/rainy weather?

ANS: During inclement weather, we have field trips or activities to do with the students indoors. If boat trips are postponed, we will do our best to reschedule the trip during your program. If we know in advance that there is going to be a storm, we will work with your group to reschedule your trip. If you know in advance that a storm in our area is possible, please give us a call to discuss program options.

12. How can I contact my son/daughter while they are at the FIELD STATION?

ANS: Our office is open from 8am-4:30pm Monday thru Friday. You can call and leave a message with the office staff and your child can return your call when they return from field trips. If it is a non-office hour **emergency**, you can call our emergency cell phone which is carried by a staff member from 4:30pm thru 8am. The staff member on call can locate your child and let you speak directly to them. The emergency number is 757-894-7708.

13. Should I send a cell phone with my child?

ANS: We do not encourage the use of cell phones on campus for a number of reasons. Cell phones very easily are broken, lost, or dropped in the water. Because of our close proximity to the NASA base, cell signal can be intermittent. Verizon seems to have the best service in this area. There are other methods of contacting child while on station. See # 7.

14. Am I allowed to bring organisms home from our trip?

ANS: If your school would like to take organisms to study at school, you must have your own collecting permit that allows you to collect in Virginia at our locations, and keep organisms wherever your school is located.

15. What time should my group arrive at the FIELD STATION?

ANS: Most groups arrive in the afternoon between 2pm and 4pm to allow time for participants to get settled into the dorms prior to starting the program.

16. What are the school program's meal times?

ANS: Breakfast - 8:00am, Lunch – 12:30pm, Dinner – 5:15pm

School Program Health Form

Required for all Adults and Minors

Please copy and return completed form to school staff as soon as possible

School / Group Name _____ Date of trip _____

Participant name _____ Age _____ Male _____ Female _____

Birth date _____ Race _____ (for reporting purposes only) Parent/Guardian _____

Home address _____ City _____ State _____ Zip code _____

Home phone _____ Work phone _____ Fax _____

Cell phone, or other _____ E-mail address _____

—The Chincoteague Bay Field Station does not discriminate against applicants by race, creed, sex, or national origin.—

Medical information: In case of an emergency, please notify:

1st priority: Name _____ phone () _____ relationship to student: _____

Alternate: Name _____ phone () _____ relationship to student: _____

Health history (Check all that apply, giving approximate dates or details in blank space provided)

_____ Frequent ear infections _____ Heart defect/heart disease _____ Hay fever _____ Penicillin _____ Allergies _____ Convulsions

_____ Diabetes _____ Other drugs _____ Bleeding/clotting disorders

_____ Food (please give type and describe severity) _____

_____ Insect stings (please describe severity) _____

_____ Recent injuries (please list) _____

Do we have permission to administer: Acetaminophen? _____ Ibuprophen? _____ Benadryl? _____

List all medications brought to MSC: _____

Is the student taking any medications? Please list dosage, etc.: _____

Do you wear contacts? _____ YES _____ NO

Do you wear glasses? _____ Yes _____ NO

Swimming ability: _____ Non swimmer _____ Beginner _____ Intermediate _____ Advanced

Surgery or serious injuries (dates): _____

Chronic or recurring illness: _____

Other diseases or details of above: _____

Name of family physician _____ Name of dentist/orthodontist _____

Do you carry family/hospital insurance? _____ Yes _____ No

Policy name and group number: Carrier _____ Group or Policy number _____

Restricted activities _____

Important Please notify us if the student is exposed to any communicable disease during the three weeks prior to their program.

If your child needs to be picked up by anyone other than school, are there any pick up restrictions? _____

☐ Add us to your mailing list so we can receive a brochure, other announcements, and information about the Field Station.

☐ No, I do not want to be added to your mailing list at this time.

Parent/Participant Authorization: To the best of my knowledge, this health history is accurate, and the person herein described has permission to engage in all prescribed program activities except as noted by me and the examining physician. I hereby give permission to the physician selected by the school teacher or the Field Station staff to order X-Rays, routine tests, and treatment for the health of my child, and in the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the school teacher or the Field Station staff to hospitalize, secure proper treatment for, and to order injection and/or anesthesia and/or surgery for my child as named above I am familiar with the activities in which a participant of the Field Station will engage and I (or my child) am physically capable of participating in such activities. I, the undersigned, agree to indemnify and hold harmless the Field Station from all claims, damages, losses, injuries and expenses arising out of, or resulting from, my presence or participation in activities or programs of the Field Station. I further agree not to sue or assert any claim for damages from the Field Station, regardless of whether such claim is for personal injuries or property damage. Updated 11/2011.

I grant permission for image and likeness (e.g. photo, name, quotes) of my child to be used in publications by the Field Station. This form is also used for diversity reporting.

Signature _____ Date _____

**Permission Slip for
Wallops Island Field Trip**

My **child**, _____, is permitted to attend the **Wallops Island Field Trip** from **May 6, 2015 – May 9, 2015**. Because it is a school function, I understand that he/she must follow the school rules and the rules of the Chincoteague Bay Field Station. He/She must cooperate with the chaperones, the bus driver, and the Field Station personnel. Chaperones have my permission to check baggage, packages, purses, etc.

In the event that I have to be contacted during this field trip at any time during the day or night, I can be reached at the following **phone numbers**:

Home: _____

Work: _____

Cell: _____

Other: _____

Parent/Guardian Signature

Date

***Please return all forms by May 1, 2015**